

OFFICE OF ENGINEERING AND CONSTRUCTION MANAGEMENT (ME-90)

Mission

The mission of the Office of Engineering and Construction Management is to: drive value-added change in the Department's project and facilities management systems; provide corporate processes for and oversight of the Department's projects and real property; integrate sound fiscal acquisition and business practices into our management of projects and facilities; and support the Department's project managers.

Functions

Acquisition and Management Support Team

1. Serves as the primary coordinator for acquisition issues within the office, coordinating with the Office of Procurement and Assistance Management and other stakeholders within DOE.
2. Manages all independent review contracts and other contracts as required for the office.
3. Provides the assessment of all acquisition plans within the DOE for M&O acquisitions, programmatic acquisitions, F&I and projects; includes the Office of Procurement and Assistance Management as part of the assessment; utilizes independent reviews as appropriate for such assessments.
4. Provides endorsement or non-concurrence to the approving official for acquisition plans within the Office of Management, Budget, and Evaluation.
5. Provides assessment expertise for use at the installation level to evaluate compliance of ongoing actions within programs, F&I, and projects, with the previously approved acquisition plans.
6. Manages, maintains, integrates, and appropriately budgets for the information management systems (PARS, PRMS, FIMS, CAIS).
7. Develops and performs general office management and process requirements, including:
 - a. Budget development and execution
 - b. Correspondence
 - c. Travel manager
 - d. Time and attendance
 - e. Procurement
 - f. Filing system
8. Develops input for Annual Performance Plans, Strategic Plans, and Accountability reports.
9. Coordinates IG and GAO audits.
10. Coordinates National Research Council reports and corrective actions.
11. Coordinates Operational Program Review requirements for the office.
12. Assists in the evaluation and assessment of programs' budgets within the PPBES.
13. Serves as the ESAAB secretariat, and for documentation of COO Watch List reviews and other similar reviews.

Project Assessment Team

1. Participates in ESAAB Readiness Reviews, ESAAB-equivalent boards, and attends Quarterly Performance Reviews conducted by the Program Offices.
2. Develops requirements for External Independent Reviews and performs quality assurance on the final report, corrective action plans, and cost reviews.
3. Reviews and assesses monthly project performance reports.
4. Develops and maintains information management systems (PARS, PRMS).
5. Reviews the project data sheets in the field, corporate, OMB, and Congressional budget submissions for compliance with DOE Order 413.3.
6. Finalizes development of the Project Management Career Development Program: implement requirements and converts future activities to those of maintenance and monitoring of the program and the professional health of the Department's project manager community.
7. Represents DOE at the staff level to various project management stakeholders and counterparts. Specifically, OMB, Federal Facilities Council and its various project management committees, and professional societies, such as the Construction Industry Institute and Project Management Institute.
8. Participates in Operational Program Reviews.
9. Provides assessments of the health of DOE's ongoing projects, providing recommendations to the Director, OMBE, and through his office to the Deputy Secretary, the Undersecretaries, and the PSOs, as appropriate.
10. Evaluate the PSO's proposed programs including technical aspects and budget requirements; evaluates and assesses the multi-year programs in the (to be developed) PPBES for proven mission need and prioritization.
11. Develops components of an assessment process to evaluate compliance with DOE's program and project management policy, process, and requirements at the lab, site and plant level.
12. Works with PA&E to revise the format, substance and review procedures for Project Data Sheets.
13. Provides review comments for project reprogramming requests.
14. Integrates F&I requirements into the critical decision process.
15. Integrates PA&E requirements into the critical decision process.
16. Evaluates the need for establishing technical design criteria for general construction activities.
17. Responsible for the implementation of a Value Engineering program for DOE.

Facilities & Infrastructure Policy and Assessment Team

1. Develops Real Property policy guidance and provides operational support as needed.
2. Develops facility maintenance and General Plant Project policy and guidance.
3. Provides data for input for the financial statement.
4. Collects deferred maintenance data for annual financial statement.
5. Manages inventory (FIMS) and condition assessment (CAIS) systems.
6. Manages Departmental certification program for real estate professionals.
7. Performs as Subject Matter Expert in real property and conventional maintenance.
8. Responsible for intra/interagency support.
9. Develops and maintain policy, process, and information management systems.
10. Provides an assessment of the condition of DOE's facilities and infrastructure: performs comparison with standards in the F&I industry and evaluation of the PSO's proposed programs including technical aspects and budget requirements; evaluates and assesses the multi-year programs in the (to be developed) PPBES for proven mission and need and prioritization.
11. Provides recommendations on F&I issues to the Director, OMBE, and through his office, to the Deputy Secretary, the Undersecretaries, and the PSOs, as appropriate.
12. Works with the Acquisition and Management Support Team and the Office of Procurement and Assistance Management to insure consistency with acquisition approaches and contracting vehicles to accomplish F&I requirements.
13. Represents DOE at the staff level to various facilities and infrastructure stakeholders and counterparts: OMB and the Federal Facilities Council and its various F&I Committees.
14. Develops components of an assessment process for use at the installation level to evaluate compliance with DOE's F&I policy, process and requirements at the lab, site and plant level.
15. Provides F&I input to office budget requirements.
16. Develops capability to perform data analysis and oversight in the facilities maintenance program.
17. Develops departmental policy and guidance on proposed infrastructure requirements in the FY02 Report language.
18. Develops and maintains new Departmental order for F&I.
19. Participates in Operational Program Reviews.